

**INVITATION TO BID  
OIL**

**BOARD OF EDUCATION OF CAMPBELL COUNTY, KENTUCKY  
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER  
101 Orchard Lane, Alexandria, KY 41001**

**Submission Deadline:** **May 6, 2021 at 10:15 A.M. local time**  
Campbell County Board of Education  
101 Orchard Lane  
Alexandria, Kentucky 41001

**Purchasing Contact:** Tracey Jolly, Director of Finance  
Phone: 859-635-2173  
Fax: 859-448-2428  
Email: Tracey.Jolly@campbell.kyschools.us  
\*Reference bid title in subject line of all emails.

The Board of Education of Campbell County, Kentucky (herein after called the Board of Education) will receive sealed bids for the items and/or services listed herein. You are invited to submit a sealed bid, subject to the terms, conditions, instructions and specifications of this invitation to bid. Please read the instructions and specifications carefully. Failure to comply with these instructions may disqualify your bid.

**BID DESCRIPTION:**

The Board of Education will receive sealed bids for oil. The intent of this Invitation for Bid is to establish a twelve (12) month contract for the purchase of oil for the Board of Education's Transportation Department with two renewal yearly options with mutual consent.

Copies of this solicitation and any issued Addenda may be obtained online or at the central office, at 101 Orchard Lane, Alexandria, Kentucky 41001, during normal business hours, Monday through Friday, or by contacting the purchasing contact indicated, prior to the time and date specified for proposal deadline.

Please read through the entire set of specifications before filling in any information. If you have questions relating to the required information or you need clarification of this specification, please contact:

**Director of Transportation: Kerry Hill**  
**(859) 635-2161**  
[Kerry.Hill@campbell.kyschools.us](mailto:Kerry.Hill@campbell.kyschools.us)

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## INSTRUCTIONS

### 1. **BID SUBMISSION**

- a) Bids must be submitted in a sealed envelope or other sealed container, marked “**OIL BID**” in the bottom left hand corner and the name and address of the vendor in the upper left-hand corner.
- b) Upon submittal vendor shall include the following original documents in this order:
- Signed Proposal Response Cover Sheet
  - Signed Certification of Compliance with Specifications
  - Signed Conflict of Interest statement
  - Signed Prohibition Against Conflicts of Interest, Gratuities, and Kickbacks Statement
  - Submit one (1) signed Pricing Bid Form
- c) **The submission deadline is Thursday, May 6, 2021 at 10:15 a.m. local time, none will be considered thereafter.**

Bids received after the deadline will automatically prevent the reading of your bid and will be returned unopened. We do not accept FAX proposals. The Board of Education cannot assume the responsibility for any delay as a result of failure of a courier service to deliver bids on time. The opening and reading of a bid does not constitute The Board of Education’s acceptance of the Contractor as a responsible and responsive Contractor.

- d) Bids must be delivered to:
- Tracey Jolly, Director of Finance**  
**Campbell County Board of Education**  
**101 Orchard Lane**  
**Alexandria, Kentucky 41001**

### 2. **BID OPENING**

- a) **Time of Opening:** Bids will be opened at **10:15 a.m., Thursday, May 6, 2021**, or as soon thereafter as the business of the board of education permits.
- b) **Location of Opening:** Bids will be opened and read at the Campbell County Board of Education, 101 Orchard Lane, Alexandria, Kentucky 41001.

**GENERAL BID INSTRUCTIONS AND CONDITIONS  
(PLEASE READ CAREFULLY)**

**A. ACCEPTANCE & AWARD OF BIDS**

The Board of Education reserves the right to accept any bid, to reject any or all bids, to waive any irregularities or informalities in bids received where such acceptance, rejection or waiver is considered to be in its best interest. The Board of Education also reserves the right to reject any bid where evidence or information submitted by the bidder does not provide satisfactory proof that the bidder is qualified to carry out the details of the contract. The Board can reject any bid for any reason.

Contracts may be awarded to the lowest evaluated bidder meeting all specifications and conditions, and subject to all other provisions of this invitation to bid, on a per item basis, on a group basis, or on a total basis whichever is deemed to be in the best interest of the Board of Education. The Board of Education reserves the right to make multiple awards to two or more companies where more than one standard of quality is desired.

**B. BID DOCUMENTS**

All "Bid Forms" provided with this "Invitation to Bid" must be submitted. Do not bid any special groupings other than those listed herein.

All blanks and information requests are to be completed on the bid form in order to qualify your bid.

No bid can be corrected or altered or signed after being opened. The Board shall not be responsible for errors or omissions on the part of bidders in making up their bids. Any bids received unsigned shall be rejected.

All prices and quotations must be in ink or typewritten. No pencil figures will be permitted. Mistakes are to be crossed out and corrections inserted adjacent thereto and initialed by the person signing the bid. Corrections made with correction tape or fluid are to be initialed.

**C. SPECIFICATIONS**

Specifications are attached and are a part of this proposal. All materials or services furnished must be in conformity with the specifications and will be subject to inspection and approval by the representatives of the Board of Education after delivery. The right is reserved to reject and return at the risk and expense of the supplier, any item that may be defective or fail to comply with these specifications.

It is important that each party submitting a bid follow carefully the specifications detailed herewith. The bidder is instructed to complete all blanks and spaces where information concerning any item is requested. Only items meeting the requirements, subject to the Board's consideration of stated exceptions, are to be quoted on the regular bid form.

The Board of Education reserves the right to waive compliance of any material or services with any particular specification where such waiver is considered to be in its best interest, including, but not limited to, cases where such waiver is necessary due to technical errors or inconsistencies in the preparation of such specifications.

#### **D. MODEL PROCUREMENT REGULATIONS**

The Model Procurement Regulations adopted by the Board of Education shall be deemed incorporated by reference in these specifications as though fully quoted herein. In the event of any conflict between this invitation to bid and the Model Procurement Regulations, the Regulations shall control.

#### **E. PERFORMANCE BOND**

The Board of Education reserves the right to determine the ability of any bidder to perform the work, and any bidder shall, upon request, furnish such information as may be necessary to determine ability, including a performance bond, if requested.

#### **F. EXCUSE FOR NON-PERFORMANCE**

The successful vendor(s) shall be excused from performing hereunder during the time and to the extent that they are prevented from obtaining, delivering or performing in the customary way because of fire, strike, partial or total interruption of, loss or shortage of transportation facilities, lockout, commandeering of raw materials, products, plants or facilities by the government when satisfactory evidence thereof is presented to the other party, providing it is satisfactorily established that the non-performance is not due to the fault or negligence of the party not performing.

#### **G. PENALTIES**

In case of default by the vendor, the Board of Education may procure the articles or services from other sources and may deduct from any unpaid balance due the vendor the amount of the excess cost so paid, and the price paid shall be considered the prevailing market price at the time such purchase is made.

#### **H. TAXES**

The Federal Excise Tax and the Kentucky Sales and Use Tax are not to be imposed. The Board of Education will furnish the successful bidder with proper tax exemption certificates upon request.

#### **I. PRODUCT EVALUATION**

Items will be disqualified that do not meet specifications or an accepted equal. If a product is purchased and it is later established that said product fails to comply with these specifications and conditions, the item will be rejected and returned to the supplier at the supplier's expense. No item shall be considered satisfactory that does not conform to our usual accepted methods, use, application, storage, handling and delivery. The decision concerning the satisfactory use and performance of any item on this bid shall be that of the educational and business staff of the Board of Education.

Technical specifications are attached for various items to indicate quality of merchandise requested and not to restrict bids on equal or better-quality items. Low prices will not be the only criterion for awarding

bids, as each item shall be subject to evaluation and/or usage test prior to the awarding of the bids and for the duration of the contract on any item. Quality will be given prime consideration in awarding contracts.

#### **J. BRAND NAMES**

The brand or trade name, manufacturer's name, and/or catalog number must be given in the "Model Bid" column provided. If bidder fails to indicate brand or trade name, where requested, the item and bid may be disqualified.

If, during the period of the contract, a vendor finds it necessary to make substitutions, it must obtain prior approval from Kerry Hill, Transportation Director, Campbell County Board of Education.

#### **K. NON-DISCRIMINATION**

During the performance of this Contract, the Seller agrees as follows:

- 1) The Seller shall not discriminate against any employee, applicant, or subcontractor because of age, color, creed, handicap condition, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation. The Seller shall take affirmative action to ensure that applicants are employed without regard to their age, color, creed, handicap condition, marital or parental status, national origin, or political opinion or affiliation. Such action shall include, although is not limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Seller agrees to post in conspicuous places notices setting forth the provisions of the Equal Opportunity clause.
- 2) The Seller shall in all solicitations and/or advertisements for employees placed by or on behalf of the Seller; state that all qualified applications shall receive consideration for employment without regard to age, color, creed, handicap condition, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation.
- 3) The Seller shall cause any subcontractor engaged to perform any services required by this Contract to include this Equal Opportunity clause in all solicitations, advertisements and employment practices it shall perform.

#### **L. DELIVERY**

The Seller agrees to furnish and deliver the items within the terms of the contract as the Board's representative may prescribe.

All costs for delivery, including drayage, freight, and the packaging of said articles, are to be borne by the bidder, and must be included in your bid prices.

The items listed herein shall be delivered (F.O.B. Destination) as specified on each purchase order. The successful bidder/bidders shall provide the appropriate equipment and personnel necessary to unload items at the receiving point. For this purpose, unloading means to remove from the delivery vehicle and place in the building holding tank.

Deliveries will be accepted beginning as soon as a purchase order is received by the successful bidder. All deliveries must be made to the location indicated on the purchase order and signed for by a responsible board representative.

All invoices must show the purchase order number, date of delivery, name of location and list of items delivered by item name.

**M. SAMPLES AND/OR DESCRIPTIVE LITERATURE**

Samples may be required to assist in making decisions for awarding of contracts. The samples must be furnished by the time and date specified for bid opening but may also be requested at any time prior to the award of the bid. Failure to furnish samples may disqualify any bid.

Samples shall be representative of items on which the bid is submitted and will be checked as deemed necessary by the Board of Education for compliance with specifications outlined herein. Samples are to be properly marked for identification, indicating the supplier's name and the corresponding item number as shown in the Invitation to Bid. Samples are to be mailed or delivered to Tracey Jolly, Finance Director, Campbell County Board of Education, 101 Orchard Lane, Alexandria, Kentucky, 41001.

**N. K.O.S.H.A. STANDARDS AND HAZARD COMMUNICATION STANDARD 1910.2000**

If applicable, all materials and services must meet or exceed K.O.S.H.A. (Kentucky Occupational and Safety Health Act) standards and must comply with Hazard Communication Standard 1910.2000 of the Occupational Safety and Health Administration.

**O. BID**

Tabulations will be made by the Treasurer and each qualified bidder will be mailed a format tabulation after the Board of Education has taken official action. The Board of Education meetings are normally held on the third Monday of each month. Bidders are requested not to call for a tabulation of the bid.

Each bid must be in a separate sealed envelope with the bid name appearing in the lower left corner of the envelope.

Any bids received after the scheduled time of opening will be returned unopened to the bidder.

No bid can be corrected or altered or signed after being opened. The Board of Education shall not be responsible for errors or omissions on the part of the bidders in making up their bids. Any bids received unsigned shall be rejected.

All regular bids must be submitted in accordance with specifications on the bid form supplied with this invitation. The submission of a bid on the bid form certifies that the product meets any and all specifications, except as noted on such form.

For any clarification relative to this bid contact Kerry Hill, Transportation Director, Campbell County Board of Education, 9721 Alexandria Pike, Alexandria, Kentucky, 41001, at (859) 635-2161.

**P. PRICES & QUANTITIES**

All prices quoted by the various bidders must be firm for a minimum period of sixty (60) days to allow acceptance by the Board of Education. If awarded the contract, the prices will then be firm for the time period indicated under "Period of Contract."

All prices and quotations must be in ink or typewritten. No pencil figures will be permitted. Mistakes are to be crossed out and corrections inserted adjacent thereto and initialed by the person signing the bid. Corrections made with correction tape or fluid are to be initialed.

Quote on each item separately. Prices must be stated in units specified herein.

Bids that have clerical errors or irregularities are subject to correction only with concurrence with the Treasurer. Unit prices should be listed, extended, and totaled. Should errors exist in the extended price, the unit price will prevail.

The quantities listed herein cannot be guaranteed and are only estimates. The Board of Education reserves the right to order additional quantities, as needed, and at the bid prices, for the duration of the contract period. Prices are to remain firm for the period of the contract. The quantities listed will be ordered on an "as needed" basis.

NO SHIPMENTS ARE TO BE MADE AGAINST THE CONTRACT. ORDERS WILL BE PLACED AS NEEDED.

**Q. OR EQUAL CLAUSE**

Whenever, in any contract documents, an article, materials or equipment is described by use of a proprietary product or by using the name of a manufacturer or vendor, the term "or equal," if not inserted, is implied.

The use of a specific article or manufacturer's name shall be construed as indicating the type of equipment, design, general construction, quality and finish. Such use shall not be construed as limiting or excluding any manufacturer's product of comparable quality, design and efficiency.

**R. DESCRIPTIVE LITERATURE AND/OR MANUFACTURER'S SPECIFICATIONS**

The Board of Education reserves the right to waive any discrepancies or inconsistencies between the submitted manufacturer's descriptive literature and/or specifications and the requirements of this invitation to bid, if (1) the bidder actually submits a sample which conforms to all material requirements of this invitation to bid; or (2) the bidder certifies to the Board that the bidder can actually supply products which conform to all material requirements of this invitation to bid.

Any bidder that bids an item other than one of the suggested products in this bid document must submit descriptive literature and/or a catalog that contains the bid item.



**COVER SHEET  
CERTIFICATION OF COMPLIANCE WITH SPECIFICATIONS**

**Oil**

To: Tracey Jolly, Director of Finance  
Campbell County Board of Education  
101 Orchard Lane  
Alexandria, KY 41001

In compliance with the INVITATION TO BID, and subject to all the conditions thereof, the undersigned hereby certifies that all items and/or services included in this bid shall be **in compliance with all requirements and technical specifications**, except as noted below:

**Exceptions:**

Name of Company/Individual \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Authorized Signature \_\_\_\_\_

Please Print or Type Name \_\_\_\_\_

Official Title \_\_\_\_\_ Date \_\_\_\_\_

Office Phone # \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Fax # \_\_\_\_\_

Email Address \_\_\_\_\_

Campbell County Board of Education

**Bid Form**

**Specifications and Response to Bid**

**Oil**

1. Return only Bid Form pages 9 through 12.
2. All costs to deliver oil is to be included in bid price.
3. Winning bidder shall provide bulk delivery into storage tank (750 gallons max capacity) at Campbell County Bus Garage, 9721 Alexandria Pike, Alexandria, KY 41001.
4. The Board reserves the right to reject any and all bids. **Bids shall be awarded for lowest/best price per gallon.**
5. Bids will be accepted based on price per gallon, price should include bulk delivery into storage tank.
6. Oil should meet the following specs, 15W40 premium base grade which meets API Class CK-4 and/or (C.E.S) 20086 for diesel engines.
7. Quantities per year are only estimates.
8. Questions: Call Kerry Hill Transportation Director, or Justin Messmer, Head Mechanic at 859.635.2161

**This bid is for Oil to be purchased by Campbell Schools for the fiscal year beginning July 1, 2021.**

<u>Line Item #</u>	<u>Oil Specs.</u>	<u>Estimated Gallons/year</u>	<u>Brand/Spec. Type bid</u>	<u>Price per gallon</u>
1	15W40 premium base grade which meets API class CK-4 and/or (C.E.S.) 20086 for diesel engines.	750	_____	_____

Name of Company/Individual \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

**BID FORM  
CONFLICT OF INTEREST DISCLOSURE**

It shall be a breach of ethical standards for any employee with procurement authority to participate directly in any proceeding or application; request for ruling or other determination; claim or controversy; or other particular matter pertaining to any contract or subcontract; and any solicitation or proposal therefore, in which to his/her knowledge:

- A. He/she, or any member of his/her immediate family, has a financial interest herein; or
- B. A business or organization in which he/she or any member of his/her immediate family has a financial interest as an officer, director, trustee, partner, or employee is a party; or
- C. Any other person, business, or organization with whom he/she or any member of his/her immediate family is negotiating or has an arrangement concerning prospective employment is a party. Direct or indirect participation shall include, but is not limited to, involvement through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing or in any other advisory capacity.

It is a violation of Kentucky law for any Board member or employee with procurement authority, or a member of his/her immediate family, to have a pecuniary interest either directly or indirectly in an amount exceeding \$25.00 per year in any purchase of goods or services by the Board of Education or any school thereof. Violation of this provision subjects the Board member or employee to forfeiture of his/her position and/or employment with the school system.

**I hereby certify that no member of my immediate family is an employee with procurement authority or Board member of the Campbell County Board of Education.**

\_\_\_\_\_  
Name of Company/Individual

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

References: KRS 156.480, OAG 80-32, Model Procurement Code 45A.455

**Note: This certificate must be signed and attached to the bid form for your bid to be qualified**

**PROHIBITION AGAINST CONFLICT OF INTEREST, GRATUITIES AND KICKBACKS**

Any employee or any official of the Board of Education of Campbell County, Kentucky, elective or appointive, who shall take, receive, or offer to take or receive, either directly or indirectly, any rebate, percentage of contract, money, or other things of value, as an inducement or intended inducement, in the procurement of business, or the giving of business, for or to, or from, any person, partnership, firm or corporation, offering, bidding for, or in open market seeking to make sales to the Board of Education of Campbell County, Kentucky shall be deemed guilty of a felony and upon conviction such person or persons shall be punished by a fine not to exceed five thousand dollars (\$5000.00) or by imprisonment in the penitentiary for not less than one (1) year nor more than ten (10) years, or both, so fined and imprisoned at the discretion of the jury.

Every person, firm, or corporation offering to make, or pay, or give, any rebate, percentage of contract, money or any other thing of value, as an inducement, or intended inducement, in the procurement of business, or the giving of business, to any employee or to any official of the Board of Education of Campbell County, Kentucky, elective or appointive, in his efforts to bid for, or offer for sale, or to seek in the open market, shall be deemed guilty of a felony and shall be punished by a fine not to exceed five thousand dollars (\$5000.00) or by imprisonment in the penitentiary for not less than one (1) year nor more than ten (10) years, or both so fined and imprisoned at the discretion of the jury.

NOTE: It is a misdemeanor not to have this prohibition on every solicitation or contract document. The penalty is a \$5,000.00 fine or one-year imprisonment or both upon conviction.

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Name of Company/Individual

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Authorized Signature Date